

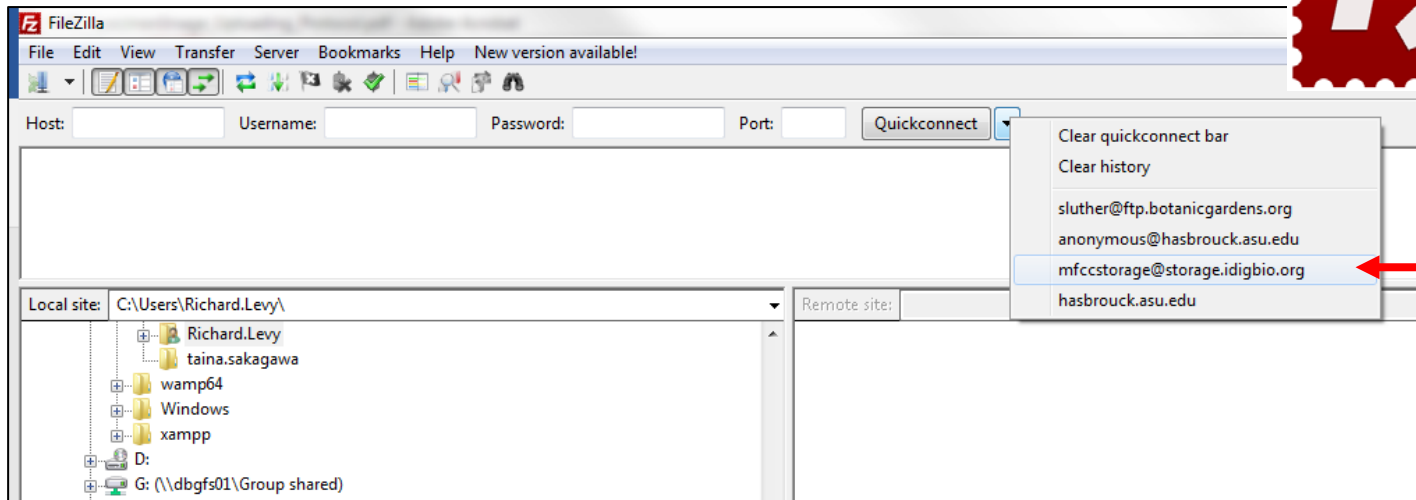
# DBG Specimen Image Uploading Protocol

## STEP 1: Locate Images to be Uploaded

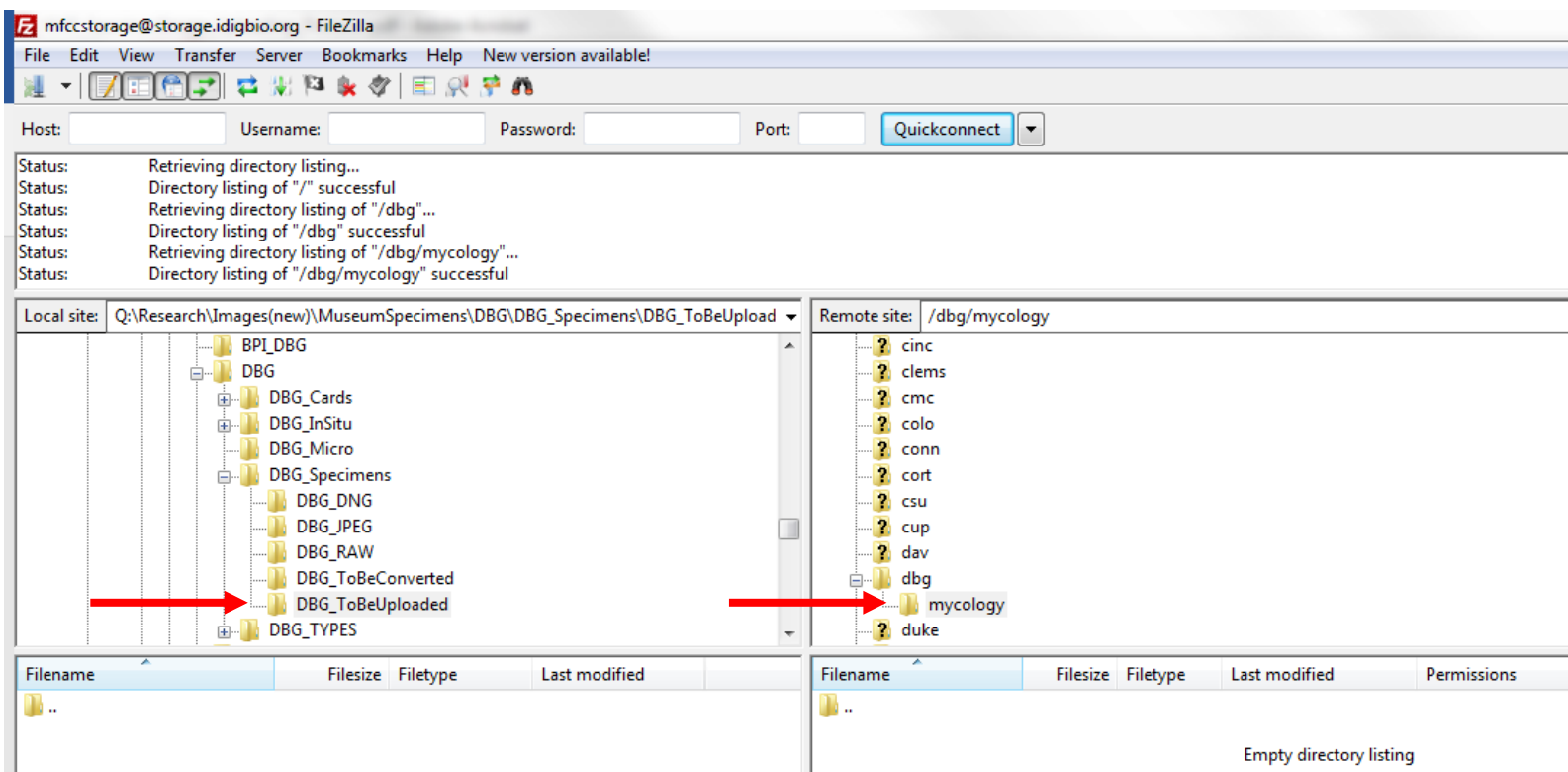
- Navigate to  
Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG\_Specimens\DBG\_ToBeUploaded

## STEP 2: Run FileZilla and Transfer Files

- Open the FileZilla software
- Using the *Quick Connect* option, connect to [mfccstorage@storage.idigbio.org](mailto:mfccstorage@storage.idigbio.org)



- In the left side panel of FileZilla, navigate to the images to be uploaded
- In the right side panel of FileZilla, navigate to /dbg/mycology



- Highlight all image files in the left side panel; drag and drop to the right-side panel
- The transfer will initiate. Do not close FileZilla while files are transferring
- Once all files have been transferred to the remote server, FileZilla can be closed
- The images will be mapped to their specimen records overnight

### STEP 3: Check Upload Status

- Open FileZilla and log on to [mfccstorage@storage.idigbio.org](mailto:mfccstorage@storage.idigbio.org)
- Navigate to dbg\mycology
- If the image files are gone, they have been uploaded